



Natural Resources Conservation Service
75 High Street, Room 301
Morgantown, WV 26505
(304) 284-7540 (Phone)
(304) 284-4839 (Fax)

October 17, 2006

WEST VIRGINIA BULLETIN NO: WV 180-7-1

SUBJECT: CPA – Employee Report of Farming Interests.

Purpose: To provide guidance on the requirement to submit an NRCS-CPA-1 form regarding employee farming interests.

Expiration Date: December 31, 2006

ACTION REQUIRED BY: October 30, 2006

The National Food Security Act Manual (NFSAM) Fourth Ed., Amend. 1, April, 2004, [Part 518.03](#), requires that all NRCS employees submit an [NRCS-CPA-1 “Employee Report of Farming Interests”](#) form to the State Conservationist annually (See excerpt from NFSAM below).

518.03 Review of and Adjustment to the Compliance Review List

e. Employee Farming Interest Report

*All employees are required to submit form NRCS-CPA-1 (see NFSAM, Part 518, Subpart C, Section [518.23](#)) to the State Conservationist by no later than October 15th (Because this deadline has passed we are extending the due date to **October 30, 2006**)*

- *Farms and tracts owned or operated by the employee or family member.*
- *Conservation program contracts under the employee's control or that of a family member.*

***Note:** we are requesting a NRCS-CPA-1 only from those employees who own, operate, or have a 20% or more interest in a tract and receive program benefits. Employees with no farming interest are not required to submit a NRCS-CPA-1 form this year. Complete this form and submit it to Leonard Jackson, Administrative Assistant, at the state office by **October 30, 2006**.

A composite list will be maintained at the State Office. Each field office will be provided a list of the employees having an interest in land which will require a status review to be completed by that field office.

If you have questions concerning the NRCS-CPA-1 form, please contact, Bill O'Donnell, ASTC-O at (304) 284-7543.

/s/ Richard D. Heaslip, Acting for

RONALD L. HILLIARD
State Conservationist

Attachment: [NRCS-CPA-1 “Employee Report of Farming Interests”](#)

Dist: E

